

## Upload Spreadsheet Data Field Specifications and Instructions

Effective immediately, you may submit your retroactive payment adjustment requests electronically using the attached Excel spreadsheet. This spreadsheet has been developed using visual basic code to assist you in making sure that the data is being submitted in the appropriate format. In order to take advantage of this coding, it is necessary to click on the **“Enable Macros”** button when opening the spreadsheet. A pop up box will appear when the file is opened which will indicate that the file contains macros. If you elect to **“Enable Macros,”** then you will be able to use the “validate \_\_\_” button. Once pressed, this button runs a program that checks your entire spreadsheet for incorrect entries based on the programming allowed for that cell. If you elect to **“Disable Macros,”** you will still be able to utilize this spreadsheet to submit your requests to IntegriGuard, but the validation process will not be functional.

The specifications for each data field are as follows:

### 1. Data specifications for fields that are common to all spreadsheets

H Number	Format as a text field. Field is limited to 5 characters
Region	Format as a text field. Field is limited to 2 characters and primary numbers
HIC	Format as a text field. Field is limited to 15 characters
Last_Name	Format as a text field. Field is limited to 20 characters
First_Name	Format as a text field. Field is limited to 20 characters

### 2. Data specifications for fields specific to each status category

#### a. State and County Codes (SCC)

SCC_Start_Date	Format as a date field and enter the date as 03/01/1998.
SCC_End_Date	Format as a date field and enter the date as 03/31/1998.
Req_SCC	Format as a text field. Field is limited to 5 characters. For example: 01234 <b>(Please note it is always necessary to put in the leading zero).</b>
Req_Zip	Format as a text field. Field is limited to 5 characters char For example: 35405

#### b. Institutional (INST):

Inst_Start_Date	Format as a date field and enter the start date as 03/01/1998.
Inst_End_Date	Format as a date field and enter the end date as 03/31/1998.

#### c. Institutional Removal:

Beg_Month	Format as a text field. Field is limited to 7 characters For example: 12/2002
End_Month	Format as a text field. Field is limited to 7 characters For example: 12/2002

#### d. Medicaid:

Ver_Beg_Date	Format as a date field and enter the start date as 03/01/1998.
Ver_End_Date	Format as a date field and enter the end date as 03/31/1998.

#### e. Medicaid Removal:

Beg_Month	Format as a text field. Field is limited to 7 characters For example: 12/2002
End_Month	Format as a text field. Field is limited to 7 characters For example: 12/2002

#### f. End Stage Renal Disease (ESRD):

Date_Regular_Dialysis_Began	Format as a date field and enter the date as 03/01/1998.
Discrepancy_Beg_Date	Format as a date field and enter the start date as 03/01/1998.
Discrepancy_End_Date	Format as a date field and enter the end date as 03/31/1998.

**g. End Stage Renal Disease Removal (ESRD):**

Beg\_Month                      Format as a text field. Field is limited to 7 characters For example: 12/2002  
End\_Month                      Format as a text field. Field is limited to 7 characters For example: 12/2002

**3. Acceptable Excel Versions:**

Microsoft Excel 3.0  
Microsoft Excel 4.0  
Microsoft Excel 5.0  
Microsoft Excel 97-2000